

## CAPPS Financials — User Group Meeting Minutes

Thursday, March 28, 2019

9–11 a.m.

Travis Building, Room 1-100

### I. Welcome (Tony Martin)

- Roll call was taken for conference call attendees.
- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at [CAPPS.GTT@cpa.texas.gov](mailto:CAPPS.GTT@cpa.texas.gov).

### II. CAPPS Governance: Upcoming Election for New Representative

- Joe Meyer from TDI, one of the large-size agency voting representatives, is retiring at the end of March. Today is Joe's last user group meeting. The Governance team is in the process of collecting nominees for a replacement to finish out the remainder of the biennium, which ends on Aug. 31, 2019.
- CAPPS Governance team will send out an email to the large-size agencies to solicit nominations for a new voting member to complete the current elected term.
- After nominations are received, CAPPS Governance team will send a voting email.

### III. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
  - The ***CAPPS Financials Summary and Trend Report 03/28/19*** document was reviewed.
    - In February, there were 592 active SRs with 205 in high priority status.
    - As shown on the trend chart, there were 300 SRs opened and 310 closed in February.
- **Governance Approved Enhancements**
  - The ***CAPPS Financials Governance Approved SRs 03/28/19*** document was reviewed. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
- **Required Maintenance**
  - The ***CAPPS Financials Required Maintenance 03/28/19*** document was reviewed. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.

### IV. Upcoming Vote: SRs Submitted to Governance (Tony Martin)

- The ***CAPPS SRs Submitted to Governance 03/28/19*** document was reviewed.
  - SRs 10788/10789/10790/10791 are grouped together because they are all for the same functionality.

### V. Project Update: OCI Go-Live Updates (Jay Ingram)

- The ***CAPPS OCI Migration Updates PowerPoint 03/28/19*** was provided to participants.
  - The CAPPS OCI Project is on schedule to deploy to production on April 1, 2019.
    - The transition occurs over the weekend of March 29-31. Downtime for that weekend has been communicated via the CAPPS communication process.
    - The Recruit and Learn modules are hosted via Oracle and are not directly impacted by the OCI migration.

- CPA is retiring its current Electronic File Transfer (EFT) server and replacing it with new high-volume EFT servers.
  - Testing begins March 11 with the Go-Live planned for April 1. On May 1, the current server will be fully decommissioned.
- Key Impacts to Agencies:
  - The CAPPS production environment is unavailable from Friday, March 29 at 5 p.m. until Monday, April 1 at 7 a.m.
  - All environment URLs are changing.
    - The new OCI URL was sent to Level 1 support staff to share with their users. The old URL will not redirected users.
    - All users must clear their cache before logging on.
    - All bookmarks need to be reset.
    - All favorites are purged because the URLs they are based on were removed/changed to the new OCI URLs.
    - CAPPS access does not work on Internet Explorer 11, use Chrome or Edge.
    - On April 1, CAPPS will look and function the same. The URL and the behind-the-scenes provider are the only things changing.
- Ivan Mazoch is the primary point of contact for this project.
  - Submit questions or concerns via an *Information* SR in the ASP Solution Center or an email to [capps.cpa.it.team@cpa.texas.gov](mailto:capps.cpa.it.team@cpa.texas.gov).
  - For SRs, be sure that the first word of the short description is “OCI” – this ensures it gets routed correctly and quickly reaches Ivan’s team.

**VI. Project Update: Financials Fiscal 2019 Deployment (Steve Schiurring)**

- The ***CAPPS Fiscal 2019 Financials Agency Deployment Project Dashboard 03/28/19*** document was reviewed.
- The project is green and on track.
- Key items in the next 30 days:
  - There are no phase 2 gaps.
  - Configuration and mock 2 phases are now complete.
  - User acceptance testing (UAT) is scheduled to start May 28, 2019.

**VII. Upcoming Meeting**

- Thursday, April 25, 2019, in the Travis Building, Room 1-100.